

Highworth Historical Society Constitution

1. **NAME**

The charity's name is 'The Highworth Historical Society'.

2. **THE PURPOSES OF THE CHARITY ARE:-**

- a) To undertake research into the history of Highworth* and its environs.
- b) To educate the citizens of Highworth and other interested persons about the history of the area.
- c) To document and publish in various media for fee and for free such information about the History of Highworth and its environs as the Trustees may from time to time decide.
- d) To collect and archive artefacts and documents pertaining to the History of Highworth and its environs.
- e) To liaise and co-operate with other Historical Societies and organisations which share similar objectives.

3. **TRUSTEES**

The charity shall be managed by a committee of Trustees who shall be appointed at the Annual General Meeting (AGM) of the Highworth Historical Society

The Trustees shall administer the day to day affairs of the Society and make recommendations to the membership

4. **CARRYING OUT THE PURPOSES**

In order to carry out the charitable purposes, the trustees have the power to:

- i. Raise funds, receive grants and donations.
- ii. Apply funds to carry out the work of the charity.
- iii. Co-operate with and support other charities with similar purposes.

iv. Do anything which is lawful and necessary to achieve the purposes of the society

5. MEMBERSHIP

The charity shall have a membership comprising:-

- i. Individuals who support the work of the charity and are aged 18 or over, who can apply to the trustees to become a member subject to the payment of a membership fee and shall be entitled to vote at the AGM.
- ii. Individuals who support the work of the charity and are aged 17 or under who can apply to the trustees to become a member and shall not pay a fee and shall not be entitled to vote.
- iii. Any body corporate or unincorporated association which is interested in furthering the Society's work and has paid any annual subscription (any such body being called in this constitution a "member organisation"). Such member organisations shall nominate one person who shall be entitled to one vote at the AGM.
- iv. Life Members shall be appointed by the AGM following an outstanding contribution to the HHS and shall enjoy the rights pertaining to individual members but shall not pay a membership fee.

Once accepted by the trustees, membership shall last for 3 years and may be renewed. Membership Fees shall be paid annually and shall lapse upon non- payment of subscription.

The Trustees shall keep an up-to-date membership list electronically.

Prospective members who object to their names being stored in this manner may attend meetings as a casual member but shall not be entitled to vote

The Trustees may remove a person's membership if they believe it is in the best interests of the charity. The member has the right to be heard by the trustees before the decision is made and can be accompanied by a friend.

6. ANNUAL GENERAL MEETING - AGM

- i. The AGM shall be held each year, with at least 21 days' notice given to all members advising them of the date and venue of the meeting and inviting submissions for the Agenda to be returned to the Secretary at least 14 days before the meeting.

- ii. The Chair and Secretary shall formulate an Agenda for the General Meeting which will be circulated to members at least seven days before the meeting
- iii. Minutes must be kept of the AGM and shall be produced for signature the following year.
- iv. There must be at least 10 members present at the AGM.
- v. Every adult member and each member organisation has one vote.
- vi. The trustees shall present the Annual report and Accounts and recommendations for Life Members to the AGM and the amount of the Annual Subscription Fee
- vii. Any member may stand for election as a trustee.
- viii. Members shall elect between 3 and 9 trustees to serve for the next three years. Trustees shall retire at the next AGM but may stand for re-election subject to no period of Office exceeding six years. A lapse of at least one year shall pertain before a long serving trustee may be re-elected.
- ix. The members shall decide the amount of the membership fee.

7. TRUSTEE MEETINGS

Trustees must hold at least 3 meetings each year and where possible monthly. At their first meeting after the AGM they will elect a Chair, Vice Chair, Treasurer and Secretary. Trustees shall act by majority decision. Officers shall have a term of office of three years but may be re-elected for one further consecutive term of office.

- i. At least 3 trustees must be present at the meeting to be quorate. If trustees have a conflict of interest they must declare it and leave the meeting while the matter is being discussed or decided.
- ii. During the year, the trustees may appoint up to 3 additional trustees. They shall stand down at the next AGM.
- iii. The trustees may make reasonable additional rules to help run the charity. These rules must not conflict with this constitution or the law and shall be appended to this document in the Societies Archive and will be termed Standing Orders.

- iv. The trustees may constitute such sub-committee and working parties as they think necessary and may co-opt trustees and members to serve thereon. Such committees or working parties shall only act with the authority of the Trustees and must be re-appointed annually.
- v. All meetings shall be minuted.

8. MONEY AND PROPERTY

- i. Money and property must only be used for the charity's purposes.
- ii. Trustees shall keep accounts. The most recent annual accounts shall be seen by anybody on request.
- iii. Trustees cannot receive any money or property from the charity, except to refund reasonable out of pocket expenses.
- iv. With the exception of a cash float not exceeding £50.00 all money must be held in the charity's bank or building society account. All cheques must be signed by not less than 2 trustees.
- v. No Purchase of an item or items for the Societies benefit shall be made by any Trustee or Officer for a sum exceeding £100 without the authority of at least three other Trustees.

9. GENERAL MEETINGS

The Trustees shall arrange not less than four General Meetings per annum at which an informative talk shall be given on topics of interest and Members informed of current status of activities.

If the Trustees consider it is necessary to change the constitution, or wind up the charity, they must call a General Meeting so that the membership can make the decision. Trustees must also call a General Meeting if they receive a written request from the majority of members. All members must be given 21 days' notice and told the reason for the meeting. All decisions require a two thirds majority. Minutes must be kept.

- i. Winding up - any money or property remaining after payment of debts must be given to a charity with similar purposes to this one.
- ii. Changes to the Constitution - shall be made at an AGM or General Meetings. No change

can be made that would make the organisation no longer a charity.

- iii. An Ad Hoc additional General Meeting shall be called on written request from at least twenty per cent of members.
- iv. Trustees may also call a General Meeting to consult the membership on any ad hoc matter such as expenditure of more than fifty per cent of annual income or twenty per cent of capital on a project.

10. AMENDMENT OF WRITTEN CONSTITUTION

This constitution was adopted on _____ by the people whose signatures appear below. They are the first Trustees of the charity under the terms of this constitution which was revised on the above date at the Annual General Meeting of the Charity

Signed

Print name and address

** For the purpose of the above Highworth and its environs shall mean those places within the Chapelry and Tithings of Highworth and such other places within the locality that the Trustees may from time to time decide.*